

STATE OF MONTANA
SECRETARY OF STATE
RECORDS MANAGEMENT BUREAU
GENERAL RECORDS RETENTION SCHEDULE

Records Category ▶ **SBAS RECORDS**

General
Schedule Number ▶ **1**

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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
	INFORMATION AND CONTROL CORE FORMS					
1	Agency Description	Accounting Division Agency	3 years 1 year		3 years 1 year	Archives Destroy
2	Accounting Entity Descriptions	Accounting Division Agency	3 years 1 year		3 years 1 year	Archives Destroy
3	Control Account Descriptions	Accounting Division Agency	3 years 1 year		3 years 1 year	Archives Destroy
4	Program Descriptions	Accounting Division Agency	3 years 1 year		3 years 1 year	Archives Destroy
5	Object of Expenditure Description	Accounting Division Agency	3 years 1 year		3 years 1 year	Archives Destroy
6	Statewide Revenue Classification Description	Accounting Division Agency	3 years 1 year		3 years 1 year	Archives Destroy
7	Object of Revenue Description	Accounting Division Agency	3 years 1 year		3 years 1 year	Destroy Destroy
8	Responsibility Center Attributes	Agency	1 year		1 year	Destroy
9	Reporting Center Specifications	Agency	1 year		1 year	Destroy
	TRANSACTION DOCUMENTS					
10	Notice of Legislative Appropriation	Office of Budget & pp Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
11	Notice of Appropriation	Office of Budget & pp Agency	1 year 3 years	3 years	4 years 3 years	Archives Destroy
12	Operational Plan/Budget Amendment	Office of Budget & pp Agency	1 year 3 years	3 years	4 years 3 years	Archives Destroy

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13	Notice of Agency Appropriation Allocation	Agency	3 years		3 years	Destroy
14	Notice of Revenue Estimate	Office of Budget & pp Agency	3 years 3 years		3 years 3 years	Destroy Destroy
15	Request for Revenue Estimate Action	Office of Budget & pp Agency	1 year 3 years	2 years	3 years 3 years	Destroy Destroy
16	Notice of Agency Revenue Estimate Allocation	Agency	3 years		3 years	Destroy
17	Encumbrance Estimates	Agency	3 years		3 years	Destroy
18	Agency Purchase Orders	Agency	1 year	3 years	4 years	Destroy
19	Purchase Orders	Purchasing Division Agency	1 year	3 years	4 years 3 years	Destroy Destroy
20	Purchase Order Adjustment	Purchasing Division Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
21	Payroll Encumbrance	Agency	3 years		3 years	Destroy
22	Transfer-Warrant Claim	Agency	4 years		4 years	Destroy
23	No Warrant Transfer	Agency	3 years		3 years	Destroy
24	Treasurer's Check Issued Summary	Accounting Bureau Treasury Unit	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
25	Treasury Disbursement Advise	Accounting Bureau Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
26	Agency Warrant Issued Summary	Accounting Bureau Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
27	Agency Treasury Check Issued Summary	Accounting Bureau Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
28	Auditor's Warrant Issued Summary	Accounting Bureau Warrant Writing Sec A/B	1 year 3 years	3 years	4 years 3 years	Destroy Destroy

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29	Warrant Cancellation Notice	Accounting Bureau Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
30	Stale-Dated Warrant Cancellation Notice	Accounting Bureau Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
31	Collection Reports (Treasurer's Receipts)	Treasury Unit Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
32	Treasurer's Deposit Correction	Accounting Bureau Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
33	Notice of Dishonored Checks	Accounting Bureau Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
34	Expenditure Accrual Report	Agency	3 years		3 years	Destroy
35	Accounts Receivable Billing Summary	Agency	3 years		3 years	Destroy
36	Inter-Agency Invoice	Agency	3 years		3 years	Destroy
37	Accounts Receivable Invoice	Agency	3 years		3 years	Destroy
38	Journal Voucher	Agency	3 years		3 years	Destroy
39	Notice of U.S. Treasury Transaction	Accounting Bureau Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
40	Notice of Direct Bank Debit (for "credit", the role of A/D and Treasurer reverse)	Accounting Bureau Treasury Unit Agency	1 year 3 years 3 years	3 years	4 years 3 years 3 years	Destroy Destroy Destroy
41	Notice of Transaction Correction	Accounting Bureau Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
42	Intra-Treasury Cash Transfer	Accounting Bureau Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
43	Distribution Voucher	Agency	3 years		3 years	Destroy

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	CONTROL LEDGERS					
44	General Ledger	Agency	3 years		3 years	Destroy
	SUBSIDIARY DETAIL LEDGERS					
45	Bank Demand Deposit Ledger	Treasury Unit	1 year		1 year	Destroy
46	Bank Time Deposit Ledger	Treasury Unit	1 year	4 years	5 years	Destroy
	FINANCIAL REPORTS					
47	Daily Transaction Listing	Agency	1 year		1 year	Destroy
48	SBAS Report Tapes/Microfiche	Accounting Bureau Agency	4 years 3 years		Indefinite 3 years	Destroy
49	SBAS Daily Balancing	Accounting Bureau	1 year	3 years	4 years	Destroy
	PAMS DOCUMENTS					
50	PAMS Property Subsidiary Ledger (Other than Land)	Agency	1 year	0 years	1 year	Destroy
51	PAMS Property Subsidiary Ledger (Land Only)	Agency	1 year	0 years	1 year	Destroy
52	PAMS Property Adjustment Records	Agency	1 year	0 years	1 year	Destroy
53	PAMS Report of Property Survey	Legislative Auditor Agency	4 years 4 years	0 years 0 years	4 years 4 years	Destroy Destroy
54	PAMS Fiscal Year End Master Register	Agency	1 year	0 years	1 year	Destroy
55	PAMS Master Register	Agency	1 year	0 years	1 year	Destroy
56	PAMS Classification/Type of Property by Agency Report	Agency	1 year	0 years	1 year	Destroy
57	PAMS Property by Responsibility Center Report	Agency	1 year	0 years	1 year	Destroy

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58	PAMS Property by Location Report	Agency	1 year	0 years	1 year	Destroy
59	PAMS Inventory Listing	Agency	3 years	0 years	3 years	Destroy
60	PAMS Detail Depreciation Schedule	Agency	1 year	0 years	1 year	Destroy
61	PAMS Summary Depreciation Schedule	Agency	1 year	0 years	1 year	Destroy
62	PAMS Update Log	Agency	1 year	0 years	1 year	Destroy
63	PAMS Edit Error Report	Agency	1 year	0 years	1 year	Destroy
64	PAMS Deleted Transaction Log	Agency	1 year	0 years	1 year	Destroy
65	PAMS Property Accountability Voucher	Accounting Bureau Agency	1 year 3 years	3 years 0 years	4 years 3 years	Destroy Destroy
66	PAMS Property Action Required List	Agency	1 year	0 years	1 year	Destroy
67	PAMS/SBAS Reconciliation Report	Accounting Bureau	1 year	3 years	4 years	Destroy